

**MEETING MINUTES
JACKSON ECONOMIC DEVELOPMENT AUTHORITY (EDA)
THURSDAY – 12:00 NOON – CITY HALL
May 17, 2016**

Members: X Kent Bargfrede E Brandon Finck X Denny Frodermann
 X Tim Olson E DeeAnna Peterson X Rocky Sieler
 E Wayne Walter

Staff: E Jennifer Bromeland X Sue Pirsig X Staci Beseke

Rocky called the meeting to order.

Additions to the Agenda (Agenda Item 2.a.)

a. None

Consent Agenda (Agenda Item 3)

The consent agenda included the following items:

- a. Minutes of May 17, 2016 meeting
- b. Bills: Livewire for lots for sale display ad: \$107.80

K. BARGFREDE/D. FRODERMAN moved and seconded and it was unanimously carried to approve the consent agenda.

EDA Owned Properties

Parcel Behind Good Sam and MN West (Agenda item 4.a.)

ED staff reported that they contacted the interested party and asked that they make an offer on the property behind Good Sam. As of meeting time, no offer had been received. This item will be tabled until an offer has been received.

Revised Twin Homes Listing Agreement (Agenda Item 4.b.i.)

Suggested revisions to the Twin Homes Listing Agreement were reviewed and discussion ensued. It was requested that the following changes be made in addition to the suggested revisions:

- Line 8 – Change twin home prices to \$150,000 per unit
- Line 47 – Add North Pond Drive to the address
- Line 125 – Remove the AGCO exclusion
- Add language in the agreement that allows the EDA to show and sell either twin home unit subject to the current lease in place.

K. BARGFREDE/D. FRODERMAN moved and seconded and it was unanimously carried to approve suggested changes to the Twin Homes Listing Agreement.

ED staff will make all changes and distribute to the local real estate agents for review, comment and signature.

Doug Deel Letter (Agenda Item 4.c.i.)

ED staff reported that a certified letter was sent to Doug Deel regarding the expiration of his temporary certificate of occupancy and stating that he needs to complete his home and obtain an official certificate of occupancy by July 31, 2016. A delivery receipt has not yet been received showing that Doug has signed for or received the letter. Rocky asked that the letter be sent via standard mail ASAP.

It was asked that ED staff research what action can be taken if Deel does not comply by the July 31, 2016 deadline.

Revised Lot Listing Agreement (Agenda Item 4.d.i.)

Revisions to the Lot Listing Agreement were reviewed and discussion ensued. It was requested that the following changes be made in addition to the suggested revisions:

- Review the document to make sure all reference to a specific subdivision is removed. (This will allow the document to be used for all current and future subdivisions.)
- Change "Tom Olson" to "Tim Olson" on the signature page
- Under "Commissions on lot sales are as follows" in Exhibit A, remove the language that states "\$500 per lot sold" to "\$500 per sale"

T. OLSON/D. FRODERMAN moved and seconded and it was unanimously carried to approve suggested changes to the Lot Listing Agreement.

ED staff will make all changes and distribute to the local real estate agents for review, comment and signature.

West Ridge Estates (Agenda Item 4.e.)

There is nothing to report on West Ridge Estates at this time.

Programs Update

Review Potential Projects Ideas (Agenda Items 5.a.)

A list of potential EDA projects from the brainstorming session was reviewed and options were discussed. Discussion will continue at future meetings.

ED staff also reported that the lots on Tower Hill are being platted and prices have been set. A map of the area was passed around for the board to review.

Quarterly Review of EDA Goals (Agenda Item 6.b.)

The 2016 EDA goals were reviewed.

With no further business to discuss, the meeting was adjourned.

Staci Beseke, Acting Secretary